



New Mexico State Personnel Office
Position/Classification Action Request Form

Section 1: Agency - Employee Information

Business Unit Name: Energy, Minerals and Natural Resources Depa Bus Unit #: 52100 Effective Date (For Agency Use):

Employee Name: vacant Employee ID:

Select Request Type: Non-Manager/Non-Supervisory Position - Classification Change Only

Section 2: Position Information

☒ Require Essential Functions Page

Action: Update Position

Co-Action (If Applicable): Update Position

Current

Proposed

Position Number: 00070849

Classification: Forester-O

Job Code: F10320

Working Title: Assistant Crew Boss

Bargaining Unit: Not Covered

Pay Band: 60

Department # & Name: 0412100000 Returning Heroes FF Program

Location & Location Code: SF-Main Office Building 119-150030

Shift: 1

☐ PT ☒ FT

Reports to: 000005286

Funding Source:

FTE: 1 Supervisory Level: G

FLSA Status: Non Exempt

Short Title: 12

Position Status: Permanent Position

Safety Sensitive: ☒ Yes ☐ No Omnibus: ☒ Yes ☐ No

Classification:

Job Code:

Working Title:

Bargaining Unit:

Pay Band:

Department # & Name:

Location & Location Code:

Shift:

☐ PT ☐ FT

Reports to:

Funding Source:

FTE: Supervisory Level:

FLSA Status:

Short Title:

Position Status:

Safety Sensitive: ☐ Yes ☐ No Omnibus: ☐ Yes ☐ No



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Section 4: Complete for Non-Manager/Supervisor position ONLY

Organizational Structure

What has changed with this position? Why does your agency want to initiate change?

N/A

What organizational structure changes will be affected by the request?

N/A

Why does this job exist? (High level description of overall purpose of position)

Coordinate, oversee and supervise 5 person veteran fire crews on wildland fire, planned fire (RX) and forestry projects. Ensure the application of policies, procedures and laws relating to the use of fire fighters to conduct emergency activities and natural resource projects. Provide professional training, development of National Wildfire Coordinator Group (NWCG) red carded fire fighters and technical forestry assistance to Forestry employees and cooperators. Operate as an assistant to the Crew Supervisor, managing and transporting fire crew members to and from emergency assignments and project work areas. Provide for the safety, wellbeing and oversight of fire crews during emergency operations and project work.

What does this job do? How does the job get done?

(Key responsibilities-include percent (%) of time spent, totaling 100%)

Coordinate, oversee and supervise 5 person veteran fire crews on wildland fire, planned fire (RX) and forestry projects. Ensure the application of policies, procedures and laws relating to the use of fire fighters to conduct emergency activities and natural resource projects. Provide professional training, development of National Wildfire Coordinator Group (NWCG) red carded fire fighters and technical forestry assistance to Forestry employees and cooperators. Incumbent will operate as an assistant to the Crew Supervisor, managing and transporting fire crew members to and from emergency assignments and project work areas. To provide for the safety, wellbeing and oversight of fire crews during emergency operations and project work.

45% Responsible for the daily supervision of crew members (ADs).

1. Ensure fire crews meet NWCG requirements and are ready for mobilization by March 1st each year
2. Conduct on the job training (OJT) along with tailgate safety briefings and document them
3. Transport crews to and from assigned fire/trainings/projects in a safe and timely manner while maintaining required CDL.
4. Complete weekly/monthly reports and submit to veteran crew boss
5. Act as a squad boss/crew boss responsible for management and supervision of assigned crew members and assist designated crew boss with all needs pertaining to program, wildland fire and project scopes; provide training on equipment as needed
6. Ensure that NWCG, Forestry Division and Returning Heroes crew standards are met and followed.
7. Actively seek opportunities to hone chainsaw, firefighting and supervision skills
8. Work as a team and incorporate team building/work into actions and assignments



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20% Maintain grounds, equipment, buildings and conduct maintenance/repairs of fleet vehicles and quotes for purchasing

1. Directly responsible for maintenance and upkeep of buildings, facilities, and associated utilities of the program site.
2. Ensure tools and vehicles are serviced and repaired to good operating condition after use or when damaged
3. Assist in the monthly inspection of vehicles per Forestry Division policy and procedures
4. Ensure trailers, ATV's, UTV's, crew carriers, chainsaws, small engine machinery, chemical applicators, chippers and all other equipment are in good working condition and report any issues or needed repairs.
5. Coordinate with fleet manager to replace or repair broken or worn equipment
6. Ensure tools are serviced after every assignment and assigned crew carrier is fully equipped and ready to go before and after every assignment.
7. Assist in monthly inspection of program vehicles and assigned crew carrier per policy and maintain vehicles in proper and safe working order
8. Ensure crew manifests and weight meet NWCG standards and that crews meet Type 2IA standards
9. Ensure vehicles are maintained to DOT standards and that all applicable documents are compiled and retained in each vehicle and crew manifest.

30% Work on Projects, Division programs, Hazardous Fuel reduction projects

1. Provide training to emergency hires and Division staff, and fire departments as needed or requested
2. Assist division districts with projects as requested
3. Provide supervision to support staff, division staff and cooperating agencies to ensure a secure, safe work environment on projects.
4. Become familiar with IQS, FMS, and OARS databases

5% Assist the Conservation Seedling Program and Program Manager

1. Pack and prepare seedlings for pick up at treehouse for distribution
2. Load and unload trailer of seedlings into the greenhouse



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Section 8: Agency Justification and Signatures

Position Number: 00070849

Requesting Manager/Supervisor
Signature:

Print Name:

Steven P. Griego/Laura F. McCarthy

Date:

HR Manager Signature:

Print Name:

Date:

Agency Budget/CFO/ASD Director
Signature:

Print Name:

Date:

Cabinet Secretary/Agency Head
Signature:

Print Name:

Date:

SPO / DFA Only Below:

SPO Consultant Signature:

Print Name:

Date:

DFA Approval Attached:

☐ Yes

SPO Director/ Designee Signature:

Print Name:

Date:

Final Approval Date:

☐ Alternative Recommendation Made

Comments:



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Section 9: Essential functions/ADA physical requirements - all requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Individuals who pose a direct threat or significant risk to the health or safety of themselves or others in the workplace, if that risk cannot be eliminated or reduced by reasonable accommodation, will not be considered qualified for employment.

Check essential physical requirements of the job (those that cannot be delegated to a co-worker):

Visual acuity - how often:	C: Continuous, over 66% of time	Seeing - how often:	C: Continuous, over 66% of time
Climbing - how often:	C: Continuous, over 66% of time	Kneeling - how often:	C: Continuous, over 66% of time
Standing - how often:	C: Continuous, over 66% of time	Pulling - how often:	C: Continuous, over 66% of time
Tactile sense - how often:	C: Continuous, over 66% of time	Hearing - how often:	C: Continuous, over 66% of time
Balancing - how often:	C: Continuous, over 66% of time	Crouching - how often:	C: Continuous, over 66% of time
Walking - how often:	C: Continuous, over 66% of time	Repetitive - how often:	C: Continuous, over 66% of time
Talking - how often:	C: Continuous, over 66% of time	Grasping - how often:	C: Continuous, over 66% of time
Reaching - how often:	C: Continuous, over 66% of time	Pushing - how often:	C: Continuous, over 66% of time
Stooping motions - how often:	C: Continuous, over 66% of time		

Lifting:

☒ Floor to Waist ☒ Waist to Shoulder ☒ Overhead ☒ Carry 20 feet

Working Conditions - check which working conditions the employee is subject to:

Physical Conditions:

☒ Extreme temperatures ☒ Wet and/or humid ☒ Noise ☒ Vibration

Hazards:

☒ Mechanical ☐ Explosives ☐ Radiant energy ☒ Chemical
☒ Burns ☒ Electrical ☐ Other:

Atmospheric Conditions:

☒ Fumes ☐ Dusts ☐ Mites ☒ Poor ventilation
☒ Odors ☐ Gases ☐ Other:

Equipment and tools - list equipment and tools operated and the frequency of use (those that cannot be delegated to a co-worker):

State vehicles: Crew Carriers, tractors, ATV's, UTV's, 4x4 vehicles, trailers, SUV's

Equipment: Chainsaws, weed-eaters, chemical application equipment, chippers

Tools: Hand tools, drills, hammers, digging bars, shovels, rakes

Other: Must possess and maintain a valid New Mexico Driver's License. Possess and maintain a valid Commercial Driver's License (CDL) Class B within six months of hire date. Posses a valid National Wildfire Coordinator Group (NWC) Red Card with wildfire qualification standards. A criminal background investigation will be required, including fingerprints,



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required passing random drug testing, attend a annual refresher class as required. Ability to maintain a current American Red Cross Standard First Aid and Cardiopulmonary Resuscitation (CPR) card. Duty Station has potential to be relocated.